



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Thursday, June 11, 2009

MEMORANDUM FOR: Heads Of Executive Departments And Agencies

FROM: John Berry, Director

Subject: Detroit Hiring Fair

As you are aware, the entire State of Michigan is among the areas most adversely affected by our current economic conditions and the President is placing significant emphasis on revitalizing its economy. In support of the President's efforts, the U.S. Office of Personnel Management will sponsor a Hiring Fair in Detroit, MI, on July 30, 2009. The objectives of the Hiring Fair are to support individuals in the State of Michigan who are looking for employment and address agency staffing needs through acquiring top talent.

Our plan for the Detroit Hiring Fair includes these major activities:

- Attendance for applicants at this event will be by invitation only
- Applicants who apply for positions identified to be filled at this event will be divided into two categories and receive the appropriate invitation:
 - Applicants agencies want to interview; and
 - Other applicants who did not make the interview list will be invited to on-site workshops
- Agencies will make tentative employment offers on site

Agencies will be responsible for the following activities in support of this event:

- Identify and report their Michigan vacancies to OPM by COB June 15, 2009, if they have not already done so
- Structure their hiring plans and procedures on a schedule enabling them to interview qualified applicants and make tentative employment offers at the event for vacancies the agency anticipates filling in the next few months. This includes vacancies currently posted that will close by July 7, 2009
- Adhere to the timeline as outlined
- Have the necessary staff on site to greet attendees, conduct interviews and make tentative employment offers
- Pay agency staff travel costs
- Announce agency JOA, rate, rank, and generate certificates for those positions and schedule all interviews

OPM will be responsible for the following activities as sponsor of this event:

- Provide reference materials on streamlined Job Opportunity Announcements (JOAs) and provide training to agencies on this process
- Provide information on conducting interviews
- Provide a sample letter for directing applicants to the appropriate venues (interview or workshop)
- Conduct workshops for those applicants who did not make the interview list on the following topics:
 - How to Find and Apply for Federal Jobs; and
 - Writing a Federal Resume and Interviewing for Success
- Create a dedicated page on USAJOBS directing applicants to agency's JOAs in the Michigan area
- Secure a suitable venue in the Detroit area
- Provide and pay for the logistics costs for the event.

We realize this event has an aggressive timetable. It will take our collective efforts to achieve success and meet the President's objectives. At the last CHCO Council meeting, I asked the CHCOs to forward your agency's Detroit Hiring Fair contact to Jason Barke at Jason.barke@opm.gov. If your agency has not done so already, please forward this information to Jason as soon as possible.

OPM looks forward to working with your agency to make the Detroit Hiring Fair a successful hiring event. If you have any questions, please contact me at (202) 606-1575 or Joseph Kennedy at (202) 606-5181.

cc: Chief Human Capital Officers
Human Resources Directors

Attachment

Attachment

Detroit Hiring Fair Timeline

Activity	Dates	Comment
Agency designates a point of contact (POC) for the event	June 15, 2009	Name of POC should be sent to Jason Barke at Jason.Barke@opm.gov
Agency POC attends Detroit Hiring Fair (DHF) conference call	June 15, 2009	Conference Call information will be provided to POCs
Agency POC attends Job Opportunity Announcements training	June 16, 2009	OPM will provide training materials to POCs
Agency ensures all Detroit/Michigan vacancies to be used at the Detroit Hiring Fair are announced on USAJOBS	June 23, 2009	JOAs may be posted after June 23, 2009, but all announcements must close by July 7, 2009
JOAs close	July 7, 2009	
Agency assesses applicants and issues certificate of eligibles to the hiring managers who will attend the Detroit Hiring Fair	July 17, 2009	
Using the OPM sample letters, agency invites applicants for interviews or to attend workshops	July 20, 2009	Due to the size of the facility, the agency should work with OPM when determining the number of individuals to invite for interviews and to the workshops
Agency begins scheduling interviews	July 23, 2009	

Activity	Dates	Comment
Agency sends interview schedule to OPM to direct set-up	July 28, 2009	
Agency forwards the names and number of hiring managers and HR and other staff who will attend the fair	July 28, 2009	
Agency arrive in Detroit for set-up	July 29, 2009	
Agency attend DHF and make tentative offers	July 30, 2009	

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